

2009

Caltrans

Excellence in Partnering Award

Application

August 2008 version

<http://www.dot.ca.gov/hq/construc/partnering.html>



Background

The Caltrans Excellence in Partnering Award is an annual statewide recognition of completed partnered contracts that best optimize principles of partnering.

The main purpose is to celebrate success, share lessons learned of best practices, and honor all contract stakeholders.

Eligibility

Completed partnered construction contracts with PFE and Exceptions to the PFE (if any) dated within October 2007 and September 2008.

Recognition Levels

I.	Nominee	(0 – 74 points)
II.	Bronze	(75 – 79 points)
III.	Silver	(80 – 89 points)
IV.	Gold	(90 – 100+ points)

Criteria

Caltrans Excellence in Partnering Awards are judged on both objective and subjective criteria. Applications will be scored by a team composed of Caltrans construction managers and industry senior executives.

Directions

1. Applications must be **TYPED** and completed fully. Fill out a separate application for each project nominated.
2. **The text for all sections (I through VI) may have a combined total of no more than 2000 words.** The word count is to be filled in for each section as requested and the combined total supplied in the Total Word Count space. The “word count” feature in Microsoft Word (under the tools menu) may be used to count words. **Applications will be rejected if they exceed the 2,000-word count maximum.** It is preferable that your input text be in color, such as blue or red. The word count limit applies only to the text you have added and NOT the existing application form text.
3. A maximum of five additional supporting pages (8 1/2 inches by 11 inches, **one side only**) beyond the specifically requested items may be attached to the application. Supporting pages can include text, photographs, charts, graphs or appropriate tables to highlight results. More than **five** additional pages will **NOT** be accepted. Entries become the property of Caltrans Division of Construction, and will not be returned. (The Partnering Charter, Dispute Resolution Ladder, and any other specifically requested items within this application are not counted.)
4. An electronic version of this application is available for applicants; however, **nominations must be submitted in a hard copy (six copies per entry)**. Applicants are encouraged to retain the computer files for future use.
5. Submit a total of **six typed color copies** of each entry (application plus attachments) to the Caltrans District Construction Office in your area.
 - Mail via U.S. Mail postmarked on or before **October 15, 2008** or
 - Hand deliver to District Construction Office on or before **5:00 p.m. on October 15, 2008** (must be received and date stamped by District Construction Office).

No other form of delivery will be accepted (fax, internal mail, e-mail, etc.).

6. In order to give all contract applications the same opportunity, applications that do not follow the above rules and format, or are received after the deadline, will not be considered for awards.
7. All six copies of each entry for contract recognition must be received by Headquarters Division of Construction by close of business on **October 22 or the next closest business day if falling on a non-work day**. All applications must be signed off (on one cover sheet) and submitted directly by the Deputy District Director of Construction of the district applying for contract recognition to:

Partnering Program
Division of Construction, MS 44
Sacramento, CA 95814

Note: The judges look carefully at the responses to questions. Direct, pointed answers to questions without rhetoric are desired. Supporting facts and documents are very helpful. Please do not leave out requested information as it affects the overall score. To help the judges give you maximum credit, please reference any related attachments in each response, and label each attachment with the question(s)/section(s) it supports.

CONTRACT INFORMATION

Project Description:	
Location:	
EA:	
Nominations Submitted By:	
Caltrans:	Caltrans Project Partnering Lead on this project (Name and Title): Address: Office Phone Number: Cell Phone Number: Fax Number: Email Address: List other Caltrans Team Members involved in Project Partnering (Name and Title):
Prime Contractor:	Contractor Project Partnering Lead on this project (Name, Title, and Company): Address: Office Phone Number: Cell Phone Number: Fax Number: Email Address: List other Contractor Team Members involved in Project Partnering (Name and Title):
Other External Stakeholders:	List Subcontractor, Supplier, and/or any other Stakeholder Team Members involved in Project Partnering (Name, Title, Organization, Email Address and Phone Number):
District Contact Person:	Name and Title: Address (Use internal route tag identification, mail stations, etc.): Office Phone Number: Cell Phone Number: Fax Number: Email Address:
Alternate Contact:	Name and Title: Office Phone Number: Email Address:

I. CONTRACT DESCRIPTION

(3 Points)

Section I Word Count: _____

A) Type of Work:

B) Size: *(approximate dollar value)*

C) Brief description of job site: *(describe location and unique characteristics of contract site)* Maximum 75 words

D) Who initiated the Partnering process?

- 1) ☐ Required by Specification ☐ Voluntary
- 2) ☐ Initial Workshop Self Facilitated ☐ Initial Workshop Professionally Facilitated
- 3) Number of Partnering sessions held during contract:
- 4) Partnering Facilitator Name and Company, if applicable:

E) Date of contract completion (acceptance of contract) and date of PFE (exceptions should be received within 30 days).

II. LIST ALL STAKEHOLDERS

(5 Points)

(Identify entity and involvement or scope of work):

Section II Word Count: _____

III. WHY THIS CONTRACT?

(14 Points)

Describe why the contract should receive a Caltrans Excellence in Partnering Award. This may include challenges or obstacles overcome, awards, special efforts. Mention joint problem-solving examples or methods used. *(Answer in 300 words or less. Note that the national Marvin M. Black award application limits this section to 250 words.)*

Section III Word Count: _____

CONTRACT RESULTS

IV. OBJECTIVE CRITERIA

(46 Points)

Section IV Word Count: _____

Explain each item in no more than one or two short paragraphs.

- A) Was a Partnering Charter prepared? Include a signed copy. **(5 Points, 0 if Charter not attached)**
(Describe the process used to prepare the Charter.)
- B) How were the goals of the charter evaluated or measured? Were they realized? **(8 Points)**
(Describe the partnering evaluation process on this contract. Include sample copies of monthly partnering evaluation survey and results.)
- C) What was the safety record for all jobsite employers? **(8 Points)**
(Include loss time injury.)
- D) Did the contract come in at or under budget of contract allotment? **(5 Points)**
(Provide planned vs. actual cost.)
- E) Did the contract come in on or ahead of schedule? **(5 Points)**
(Provide planned vs. actual working days in the contract.)
- F) Describe your issue resolution procedure and show evidence. **(5 Points, 0 if no evidence)**
(Cite examples.)
- G) How were potential claims resolved before contract acceptance? **(8 Points)**
(Provide brief descriptions and dollar values of resolved potential claims.)
- H) How many claims were filed on the contract after Proposed Final Estimate (PFE)? **(2 Points)**
(Provide brief descriptions and dollar values.)

V. SUBJECTIVE CRITERIA

(32 Points)

Section V Word Count: _____

Explain each item in no more than one or two short paragraphs.

- A) Describe how trade/craft foremen and workers were involved in the project partnering process. **(5 Points)**

- B) Describe how subcontractors were involved in the project partnering process. **(5 Points)**

- C) Describe project relations and on-going relationships with key stakeholders. **(4 Points)**
(Supply testimonial letters if possible.)

- D) Explain how the project partnering process was instrumental to the successful completion of the project.
(5 Points)

- E) Identify any innovative ideas that evolved through the project partnering process. **(6 Points)**
(Examples may relate to cost savings, value engineering, improved productivity, quality, etc.)

- F) Discuss details about how you attained overall contract quality beyond what was specified in the contract.
(4 Points)

- G) List any teambuilding activities. Describe any unique motivational activities employed. **(3 Points)**

VI.BONUS POINTS

(4 Points)

Section VI Word Count: _____

- A) Explain any special adaptations or refinements that were actually made to improve the project partnering process to fit this particular contract.
(This may relate to the frequency and type of meetings; specific process implementation methods; how the facilitator, field staff, subcontractors, executives, and other stakeholders were involved; evaluation methods; techniques used to keep team members engaged, etc.) (2 Points)
- B) Offer your ideas of how the project partnering process could be improved, which would have benefited this project and may benefit future partnered projects.
(This may include ways to improve the whole partnering process, ways to optimize process implementation, lessons learned to date (good and bad), and actions you will take in future projects.) (2 Points)

Total Application Word Count: _____ (Sum of Sections I through VI)

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Applicant Survey

The Statewide Partnering Recognition Team is committed to continuous improvement. Your feedback as our customer is extremely important. Please take a moment to complete this survey, and **return it with your award application**. The information you provide will be used to improve next year's Contract Partnering Recognition.

Please indicate your reaction to each of the following:

	Strongly Agree	Agree	No Comment	Disagree	Strongly Disagree
Partnering is making a difference in my district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Caltrans Excellence in Partnering Award Application was easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Application 2000-word count limit was enough space to explain the contract's Partnering process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our contract team was given enough time to provide the requested information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnering in my District/Division/Region is well advertised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any additional comments you feel are appropriate to help us improve:

Please offer your ideas for improving the Caltrans Partnering Program overall. This may include suggestions regarding joint or individual training, guidance material, tools, awards and recognition, etc.

Optional:

Name: _____ Organization: _____ Phone: _____

Please enclose this survey with Partnering Award Application.